

**ASSISTANT ENGINEERING SPECIALIST (UTILITIES)
CONTINUOUS FILING**

B. Ability to:

1. Develop and maintain cooperative relationships with those contacted in the course of work.
2. Analyze situations accurately and adopt effective course of action.
3. Communicate effectively, both orally and in writing.

The Supplemental Application will question the applicants regarding their mastery of the basic fundamentals inherent in a college engineering curriculum awarding a Master's Degree in Engineering.

Personal qualifications include a capacity for and interest in professional development, initiative, and willingness to accept responsibility, and ability to work cooperatively with other members of the work groups; and the General Qualifications and Interview Scope stated under General Information.

Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Public Utilities Commission, Human Resources Division-Exam Unit (415) 703-1534 three days prior to the return date if he/she has not received his/her supplemental application.

For an examination without a written feature it is the candidate's responsibility to contact the California Public Utilities Commission three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, and in the Human Resources Office of the California Public Utilities Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Public Utilities Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in San Francisco. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisinal promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Veteran's preference credits will be added to the final score of all competitors who are successful in the examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans preference are on the Veteran Preference Application form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O.Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) Passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD Phones: 1-800-735-2929; From Voice Phones: 1-800-735-2922

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